



## Foundation Year Programme Academic Procedures

### The Foundation Studies Certificate

The University of Otago Foundation Studies Certificate (FSC) programme comprises two semesters of full-time tuition. Students study a total of ten papers including two compulsory papers, Academic English I and Academic English II, along with eight other papers relevant to their intended undergraduate course of study.

Each paper is worth 12 points and 0.1 EFT. To achieve 12 points, a student must pass the paper. Failing the paper results in zero points.

### Admission to the University of Otago

In order to be admitted to the University of Otago students must be awarded the Foundation Studies Certificate (FSC).

In order to be awarded the FSC, a student must:

- study a total of 10 academic papers including two compulsory papers, Academic English I and Academic English II
- achieve the following results:
  - a minimum of a grade C in both Academic English I and in Academic English II; and
  - a minimum of a grade C- in at least six other papers

This means that to pass FSC, a student must achieve a minimum of 96 points, including at least a grade C in both Academic English papers, over 10 papers.

### Subjects & courses

Foundation Year students take a course (set programme of papers) determined by their desired University intentions. An example of several courses and the papers are shown in the below table:

| Sciences                                      | Arts  | Commerce                         |
|---|---|----------------------------------|
| Academic English I                            | Academic English I                              | Academic English I               |
| Biology / Foundations of Computing            | Foundations of Computing                        | Economics                        |
| Chemistry - Structure and Bonding             | Economics                                       | Mathematics for Commerce         |
| Mathematics for Science                       | International studies- Historical Perspective   | Introduction to Management       |
| Physics -- Mechanics                          | New Zealand History                             | Introduction to Accounting       |
| and Energy                                    |   |                                  |
| / Geography / Biology                         |   |                                  |
| Academic English II                           | Academic English II                             | Academic English II              |
| Health and Disease/ Applications of Computing | Applications of Computing                       | Introduction to Business Finance |
| Chemistry – Reactivity                        | Geography                                       | Applications of Computing        |
| Physics- Thermodynamics and Modern Physics    | International studies- Contemporary Environment | Business                         |
| Human Biology                                 | Introduction to Marketing                       | Introduction to Marketing        |

### Course & paper selection

You will have completed a paper approval form depending on your course and goals for University, and had it signed by a Dean. You will have enrolled in 10 papers, which will make up your Foundation Studies Certificate.

After the final date for Term paper changes, further adjustments to your study programme can only be made at the end of the term and with Dean's approval.

### Communication

When you receive your student ID card you will also get a **student email account**. This is regarded as an **official communication channel; you are expected to check this account every day**. Emails sent to this account are easily tracked to ensure receipt, and you are deemed to have received all emails sent to this address.

Other official communication channels include Blackboard, lectures, tutorials, labs, texts from Dean, Dean's Administrator and Student Support Officers.

General company policy is that official communication channels are via letter to the student's last given address and the student's University of Otago email address. **It is the student's responsibility to notify Foundation Year reception of any change in postal address or cell phone number, and it is the student's responsibility to check their student email.**

Students are deemed to have received all information provided in scheduled classes, regardless of their attendance.

Communication will be sent by post and by email, and the student shall be deemed to have received a letter after three working days of it being posted.

Scholarship students and students under 18 will receive a report on their progress mid-term in Term1. This report will also be sent to scholarship providers and parents of students under the age of 18.

### **Timetable**

Timetables will be distributed at the end of orientation week.

Most classes start on the hour (e.g. 9.00am or 2.00pm) and run for 50 minutes. Classes run between 9.00am and 5.00pm. Most of the tutorial classes are taught in the Foundation Year Building.

The rooms are numbered. Rooms beginning with 1.0 are on the first level of the University Plaza building (e.g. 1.01 and 1.05). Rooms beginning with 3.0 are on the third level (e.g. 3.01 and 3.05) etc. Offices on the ground level are numbered G11 etc.

The timetable may change from time to time throughout the course. We will inform you of any changes before they occur. Your teachers may change throughout the course. This is specifically designed to get you used to different teaching styles.

Some classes will be held on the University campus and labs will be held in University laboratories. These rooms and labs will be shown to you on your campus tour.

Time management is an essential component of the successful completion of the Foundation Studies Certificate.

The Dean is available to assist with this and by utilising all the time available in a week, effective study time management will help your academic achievement.

|               | Monday  | Tuesday                  | Wednesday                 | Thursday                 | Friday   |
|---------------|---|--------------------------|---------------------------|--------------------------|--|
| 08:00 - 08:50 |   |                          |                           |                          |  |
| 09:00 - 09:50 | FOUN040 Lab BM fortnightly commencing week 2 room to be advised | FOUN004 Lecture SS TG07  | FOUN001 Tutorial AB 3.08  | FOUN004 Lecture SS TG07  | Science Labs your teachers will advise what subject and where they will be on a weekly basis |
| 10:00 - 10:50 |   | FOUN007 Lecture WW TG07  | FOUN001 Tutorial AB 3.02  | FOUN040 Lecture LS TG07  |  |
| 11:00 - 11:50 | FOUN004 Tutorial SS 3.02  | FOUN040 Lecture LS TG07  | FOUN004 Tutorial SMc 3.05 | FOUN007 Lecture WW TG05  |  |
| 12:00 - 12:50 |   |                          |                           |                          | FOUN046 Tutorial UB 3.08   |
| 01:00 - 01:50 | FOUN001 Lecture PN/AB/JS College Auditorium                     |                          | FOUN007 Tutorial WW 3.02  | FOUN040 Tutorial BM 3.08 |  |
| 02:00 - 02:50 | FOUN046 Lecture UB College Auditorium                           | FOUN040 Tutorial BM 3.02 |                           | FOUN046 Tutorial JW 3.08 | FOUN007 Tutorial WW 3.02   |
| 03:00 - 03:50 |   | FOUN046 Tutorial UB 3.06 |                           | FOUN001 Tutorial AB 3.08 |  |
| 04:00 - 04:50 |   |                          |                           |                          |  |

### **Consultation times**

There will also at be at least one additional hour per week for one-to-one consultations between teachers and students in each paper. More may be provided if there is a high demand from students.

### ***Suggestions for consultation times***

1. Make sure you go with prepared questions. Do not expect teachers to go through a whole lesson that you may have missed. Lectures notes will not be supplied.
2. You can attend the consultation with your class teacher or another teacher of the paper.
3. Make the most of this free service. Please seek help at consultation times. Do not expect teachers to see you outside these hours unless you make an appointment with them. They will appreciate this.

## **Assessment & reporting**

Assessment in the Foundation Studies Certificate consists of formal final examinations, class tests, essays, assignments, group work, tutorial participation and laboratory work. Your teacher gives the weightings of the various components for each paper at the start of each term.

Progression from semester one to semester two

- The Foundation Studies Certificate has an academic 'terms' requirement.
- In order to progress from semester one to semester two; students must achieve **12 points in at least 3 papers** (minimum 36 points total) **including a C pass in Academic English I**.
- Students who fail to achieve these criteria are unable to progress automatically to the second semester. They will need to meet with the Academic Dean to discuss their options.
- A supplementary exam **may** be available to students who gain a C- in Academic English I.

## **Academic Transcripts**

You will be provided with an emailed statement of results after your term examinations and a final academic transcript once you have completed 10 papers within a prescribed stream of study at the Foundation Year.

This transcript contains your percentage mark, grade and points achieved in each of your 10 papers.

**It is extremely important you carefully read your ASSESSMENT GUIDE.**

## **Attendance**

Students are expected to attend all classes. Teachers will keep a record of attendance in each class. It is expected students will attend 100% of all classes. All students will be bound by the attendance policy as indicated on the Foundation website.

## **Student misconduct & academic misconduct**

You are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of serious academic misconduct in the Otago Foundation Year can be excluded from the programme. Students who are excluded will not be issued with academic statements or certificates. No portion of the fees will be refunded.

The following are examples of actions likely to result in a charge of academic misconduct:

- submitting false information for an enrolment
- illegal use of computing resources
- attempting to circumvent the security and privacy features of the computer system
- unauthorised use of another computer user's password
- taking unauthorised materials into an examination
- allowing/arranging for another person to take your place in an examination
- submitting work for assessment knowing it to be the work of another person
- failing to acknowledge the source of material in an assignment, essay or project
- improperly obtaining prior knowledge of an examination paper

## **Acknowledgements**

You are required to acknowledge the sources of ideas and expressions used in submitted work. To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease.